

PMCD PROPOSED CHANGES TO HR- [REDACTED]

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POSITION CLASSIFICATION

Page #

Section and Paragraphs

2

a. GENERAL. Rephrase second sentence as follows:

"the objective of Agency position classification is to provide a position grade structure which will provide and maintain internal job/pay equity within occupations across Agency components, and to the extent practicable, ensure comparability with position grade structures throughout the Federal Government for similar kinds and levels of work."

5

d. (3) Change para to read: the development, implementation, maintenance of, and adherence to, position classification standards that reflect the methodologies of job evaluation systems in use throughout the Federal Government competitive service.

6

e. (1) New para (d) Approve evaluation criteria for classifying supergrade (GS-16 through GS-18) positions, and ensure adherence there to.

7

e(3)(b) Correct spelling of "validity".

e(3)(d) Insert the word "written" after "Prepare".

e(4)(b) Insert the phrase "through GS-15" after "positions".

e(2)(d) Change para to read: "Ensure draft position classification standards are reviewed by appropriate

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Section and Paragraphs

- 8 (e)(5)(b) Change para to read: Approve classification findings for positions in the General Schedule through GS-15 and for all wage grade positions, and implement such findings on staffing complements after the component heads have been duly notified that such action has been or will be taken.
- 8 (e)(5)(d) Change para to read: Develop, and after approval by the appropriate authority, issue, apply and maintain position classification standards for General Schedule positions through GS-18.
- 9 f. CLASSIFICATION APPEALS. Change para to read:
"Position classification findings by PMCD may be appealed by the head of a component in writing to the Director of Personnel anytime after being notified that such findings have been, or will be implemented by PMCD. After review of the appeals, the Director of Personnel will decide whether the previously implemented findings should be changed on staffing complements. If there is disagreement with the decisions of the Director of Personnel, the head of the component may refer the matter to the appropriate Deputy Director, who, after review of the determinations, may meet with the Director of Personnel to reconcile the issues involved. If the Director of Personnel sustains the original appellate decisions, the

Deputy Director may submit an appeal in writing through the Director of Personnel, to the Director of Central Intelligence or designee whose decisions will be final.

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POSITION CLASSIFICATION APPEALS PROCEDURE

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Reference: HR [REDACTED] Position Evaluation

Rescission: HN [REDACTED], dated 28 April 1978

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1. This notice revises the formal appeals procedure to resolve disputed position classification findings. The Director of Personnel is delegated the authority and has the responsibility to classify, as to title, series and grade, all Agency General Schedule positions through GS-15 and all Wage Grade positions. This authority and responsibility has been redelegated to the Chief, Position Management and Compensation Division. Additionally, the Director of Personnel evaluates all supergrade (GS-16 through GS-18) and Scientific Pay Schedule (SPS) positions and makes appropriate recommendations to the DCI (HR [REDACTED] respectively, establish authorities for the classification of supergrade (SG) and SPS positions). The establishment of a formal appeals procedure for SG and SPS positions will be the subject of a separate Headquarters Notice.

2. In those instances where there is disagreement with the classification findings of the Position Management and Compensation Division of the Office of Personnel, the component head may, at any time after being notified that such findings have been, or will be implemented by PMCD, appeal in writing the classification decisions to the Director of Personnel. After review of the appeals, the Director of Personnel will decide whether the previously implemented findings should be changed on staffing complements by PMCD.

3. Where there is disagreement with the decision of the Director of Personnel, the component head may refer the matter to the appropriate Deputy Director who, after review of the determinations, may meet with the Director of Personnel with the intent of reconciling the issues involved. If the Director of Personnel sustains the original classification decisions, the Deputy Director may submit an appeal in writing, through the Director of Personnel, to the Deputy Director of Central Intelligence whose decisions will be final.

Frank C. Carlucci
 Deputy Director of Central Intelligence

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REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
HR [REDACTED]	35 36	6/9/64 3/19/75	HR [REDACTED]	35 36		<p>HR [REDACTED] is updated by a complete revision of content and format. The title of the regulation has been changed and it has been declassified.</p> <p>PEN AND, INK CHANGE:</p> <p>In the Table of Contents, page i, please change the title of HR [REDACTED] to "Position Classification."</p>

Arrows in the page margin show the locations of the changes described above.

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HR [REDACTED]

~~Synopsis~~. This regulation prescribes the objective,
/YNOPSIS/
parameters, responsibilities, and appeal procedure
to govern the Agency's position classification program.

DRAFT A

PERSONNEL

HR [REDACTED]

11. POSITION CLASSIFICATION

a. GENERAL. The Director of Central Intelligence is authorized to establish salary levels or rates of pay for Agency employees by the Central Intelligence Act of 1949, as amended. The objective of Agency position classification^{/1/} is to provide a position grade structure, derived primarily from the application of Government-wide evaluation criteria that will insure job/pay equity within the Agency and comparability^{/e/} with position grade structures throughout the Federal Government for similar kinds and levels of work.

b. POLICY. Insofar as practicable, it is Agency policy to adhere to:

(1) The basic principles and concepts of the Classification Act of 1949, as amended, for the classification of General Schedule positions.

(2) The intent of ~~the~~ 313, August 1947, for the classification of Scientific Pay Schedule (SPS) positions^{/Public Law/}


/./

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→ (3) ~~the~~ provisions of the Government Employees
/T/
Salary Reform Act of 1964 for the classification of
positions at levels IV and V of the Executive Pay Schedule |

(4) ~~the~~ Federal Wage System for the classification ^{/./}
/T/
of local area wage positions |

(5) ~~lead~~ agency pay practices for the classification ^{/./}
/L/ STATINTL
of Government Printing ~~(or)~~ and Graphic Arts ~~(or)~~ positions |



^{/./}
(7) ~~the~~ military occupational classification system
/T/
for Agency positions that require the assignment of military
personnel.

c. DEFINITIONS

(1) ~~Position~~. The duties and responsibilities
/POSITION/
which, in the aggregate, constitute a job requirement as
assigned to an employee by Agency management.

→ (2) ~~Position Classification~~. The data collection,
/POSITION CLASSIFICATION/
analysis, evaluation, and approval of positions by salary

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or wage schedule, position title, occupational code, and grade.

(3) ~~Position Description~~. The official /POSITION DESCRIPTION/ documentation which describes major duties, responsibilities, and related requirements of a position.

(4) ~~Position Classification Standard~~. The /POSITION CLASSIFICATION STANDARD/ criteria approved by the Director of Personnel for classifying positions by schedule, title, occupational code, and grade.

(5) ~~Survey~~. Comprehensive position classification /SURVEY/ and position management review of organizational elements or occupational disciplines.

d. /PROGRAM. The position classification program / POSITION CLASSIFICATION / of the Agency encompasses the following:

(1) The evaluation of new and existing positions to determine proper titles, occupational codes and grades as applicable to salary and wage systems that include General Schedule through grade GS-18, ~~Scientific~~ /SPS/, Executive Pay Schedule ~~(EP)~~, federal wage system, lead agency practices, and foreign local wage schedules. // /F/ ./.

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→ (2) The conduct of comprehensive position classification reviews of organizational elements or occupational categories |

/./

(3) The development, implementation, maintenance of, and adherence to, position classification standards consistent with *the methodologies used in Government-wide* job evaluation systems, prescribed for use throughout the Federal Government competitive service |

/./

(4) The authentication and issuance of new and revised staffing complements to reflect approved position classification actions |

/./

(5) The development, approval, issuance, and maintenance of an official record of all position titles and occupational codes used within the Agency |

/./

(6) The maintenance of official Agency position descriptions.

e. ~~Responsibilities~~

/RESPONSIBILITIES/

(1) The Director of Central Intelligence or designee will:

(a) Provide policy guidance and direction for

/P/

→ the development and administration of the Agency's position

→ classification program

(b) ~~Approve~~ the classification of supergrade

(GS-16 through GS-18) and ~~scientific~~ SPS positions

(c) ~~be~~ the final authority for position

classification appeals.

(2) Deputy Directors and Heads of Independent Offices will:

(a) ~~Insure~~ that subordinate managers and supervisors are

~~knowledgeable of the position classification systems as applied in the Agency and the relationships of these systems to such managerial considerations as job pay equity and budgeting~~

~~efficiency, economy of operations.~~

(b) ~~Insure~~ that component managers under their jurisdiction provide documentation ~~in accordance with formats~~ prescribed by the Director of Personnel for positions undergoing classification review

(c) ~~Determine~~ whether position classification decisions made by the Director of Personnel as the result of an appeal should be further appealed to the Director of Central Intelligence or designee for final resolution and,

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if so, ensure that justifications are provided.

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(d) ^{Ensure} Review draft position classification standards ^{have been reviewed by ~~confident~~ heads of appropriate offices within the Department} for accuracy of occupational coverage, proper levels of work, and to recommend substantive changes.

(3) Managers and supervisors as a part of their
managerial responsibilities will: /ei/

(a) Be familiar with and apply the principles of the Agency's position classification system.

(b) Ensure the ^{validity} validity of proposed job requirements.

(c) Ensure that requests for position classification ^{/it/} actions are fully documented in a format prescribed by the Director of Personnel.

(d) ^{written} Prepare substantive justifications when submitting position classification appeals to the Director of Personnel or to higher appellate authority.

(4) The Director of Personnel will:

(a) Establish and administer a centralized position classification program for the Agency consistent with those of other Federal agencies.

(b) Approve ~~position~~ ^{/position/} classification standards ^{change 6-15} for use in classifying Agency ~~positions~~ ^{/positions/} and ensure adherence thereto.

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→ (c) Adjudicate position classification appeals
/A/
submitted by the head of a component

(d) Establish formats to be used by component
/E/
managers and supervisors in preparing position descriptions
and other job information submissions.

(5) The Chief, Position Management and
Compensation Division (PMCD), Office of Personnel will:

(a) Schedule and conduct position classification
/S/
and position management surveys of organizational elements
or by occupational categories

(b) Approve and implement classification findings
/A/
for positions in the General Schedule through GS-15 and for
all wage grade positions if appeals have not been submitted
by component heads to the Director of Personnel within 30
calendar days after being duly notified of such findings

(d)-(c) Implement classification decisions made at
/I/
appellate levels

(e)-(d) Develop, and after approval by the Director
/D/
of Personnel, issue, apply, and maintain position classification
standards

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→ (e) Authenticate and issue new and revised
/A/
staffing ~~complements~~ that reflect approved position
/complements/
classification actions |

/./
(f) Develop, approve, issue, and maintain the
/D/
official record of all Agency position titles and
occupational codes |

/./
(g) Provide component heads, the Director of
/P/
Personnel, and appellate officials with evaluation statements
and other data that is supportive of PMCD classification
determinations |

/./
(h) Maintain all official Agency position
/M/
descriptions.

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f. CLASSIFICATION APPEALS. Position classification
findings by PMCD may be appealed by the head of a component
in writing to the Director of Personnel within 30 calendar
days of notification of such findings. After review of the

appeals, the Director of Personnel *will decide where the*
previously implemented findings should be changed on staffing complements
will be implemented on staffing complements. If there is
disagreement with the decisions of the Director of Personnel,
disagreement with the decisions of the Director of Personnel,

→ the head of the component may | ~~in company with~~ the appropriate
/refer the matter to/

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→ Deputy Director, ~~meet with the Director of Personnel to~~
 /who, after review of the determination, may meet with the/
~~resolve the issues in dispute.~~ If the Director of
 /Director of Personnel to reconcile the issues involved./
 Personnel sustains the original appellate decisions, the
^{Deputy Director}
~~head of the component, with the approval of the concerned~~

^{submission in writing}
 The Deputy Director, may further appeal the ~~decisions~~ through

the Director of Personnel to the Director of Central

→ Intelligence or ^{whose decision will be final} ~~designee for final adjudication.~~

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for
 DON I. WORTMAN
 Deputy Director
 for
 Administration

20 MAR 1979

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